



Cobb County...Expect the Best!

**Summer Camp Director
Parks and Recreation
8000-022008**

An Equal Opportunity Employer

SALARY

\$12.48 /Hour

ISSUE DATE: 04/24/08

FINAL FILING DATE: 05/08/08

ESSENTIAL JOB FUNCTIONS

- Prepares weekly activity schedules
- Assists with work schedule of counselors
- Communicates with parents on issues regarding the camp or campers
- Oversees and certifies employee time
- Prepares supply, equipment and refreshment lists
- Prepares and coordinates field trips and special activities with assistance of the Coordinator
- Maintains budget control with assistance of coordinators
- Handles & distributes all program money; Responsible for turning in receipts & cash returns
- Participates in regular activities with the campers
- Attends orientation/training programs
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

- High school graduate or GED
- Age 18 or older
- Must attend initial orientation and training program; attend other training as scheduled
- Previous experience working with children desirable
- Must be responsible, dependable, and able to work with limited supervision
- Some experience working with camp preferred

SUPPLEMENTAL INFORMATION

Schedule: 8 weeks full time during the summer between the hours of 7:30 a.m. to 5:30 p.m., Monday through Friday

****Cobb County Government is a smoke free environment for all employees****

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cobbcounty.org>

OR

Employment Center, 100 Cherokee Street, Second Floor
Marietta, GA 30090-9679

EXAM #8000-022008
SUMMER CAMP DIRECTOR
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